



Birthday Party Request Form

Contact Information

Primary Contact: _____

Are you a member? (check one) ☐ Yes ☐ No

Email Address: _____ Phone: _____

Preferred method of contact: (check one) ☐ Email ☐ Phone

Birthday Child Information

Child's Name: _____ Turning Age: _____ Boy/Girl _____

Party Information

Pricing shown below is for birthday parties booked on Saturdays. You may also choose to book a party on a Wednesday, Thursday, or Friday and receive a 20% discount.

Preferred Date: _____ Second Choice of Date: _____

Party packages: Please mark your 1st, 2nd, and 3rd choices for time slots.

Basic \$175 + tax (24 total people)

____ 10:30am – 11:30am/10:00am set up time

____ 12:30pm – 1:30pm/12:00pm set up time

____ 2:30pm – 3:30pm/2:00pm set up time

Basic Plus \$240 + tax (50 total people)

____ 10:00am – 11:00am/9:30am set up time

____ 12:00pm – 1:00pm/11:30am set up time

____ 2:00pm – 3:00pm/1:30pm set up time

____ 4:00pm – 5:00pm/3:30pm set up time

*****Please note that available dates and times are first come, first serve. Date/time requested on this form is not guranteed until verified by our Birthday Party Coordinator and 50% (NON-REFUNDABLE) deposit is received*****

Would you like to take advantage of our complimentary Birthday Invitations? ☐ Yes ☐ No

If yes, we will contact you regarding information for the invitations.

Email completed forms to info@childrensmuseumofalamance.org

_____ For office use only _____

Deposit amt: _____ Deposit date: _____ Remaining Bal : _____ Payment date: _____

Confirmation : _____ Reminder: _____ Invitations Completed: : _____



Birthday Party Rules & Regulations

PLEASE READ AND SIGN THE FOLLOWING PAGE SO WE MAY PROCESS YOUR REQUEST AS QUICKLY AS POSSIBLE

By purchasing a birthday party rental at The Children's Museum of Alamance County (CMAC) you agree to the following Rules and Regulations:

- 50% NON-REFUNDABLE Deposit
- Set-up is allowed 30 minutes before the assigned party time
- Clean-up must happen immediately after the assigned party time and the renter must remove all items immediately after the party
- Any use of kitchen equipment must be cleaned/washed
- Children must be supervised in the museum **at all times**
- ALL guests must check in at the front counter; museum members are not excluded from the guest count
- **Guest limit is based on fire codes and MAY NOT BE EXCEEDED; guest count includes birthday child and family, and all persons 12 months and older. Once limit has been met, guests must pay regular admission and will not be allowed within the party room.**
- Feel free to bring cake, ice-cream, food, and drink to the party; all food/drink must remain in the party room
- The following are not permitted:
 - Decorations: Decorations must remain in the party room and cannot be hung outside the room, in the lobby, etc. Balloons and party favors are allowed within the party rooms but for the safety of our guests they are not allowed on the museum floor. **No decoration may be attached to the walls in any way**; there are strips along the walls where decorations may be tacked. In accordance with fire code decorations can NOT be hung from the ceiling.
 - Items such as glass, confetti, glitter, aerosol silly string, pinatas, cascarones, sparklers, nails, tape, wire, staples, glue, and similar items are not permitted
 - Tables may not be rearranged, constant moving of tables causes damage to the tables & legs
 - Alcoholic beverages/smoking: There is no alcohol or smoking allowed in or around the museum.
 - Candles & open flames: Other than the lighting of birthday candles, candles (including votives) or open flames are NOT allowed on the premises.
- **All party guests are expected to follow our museum rules of conduct**
 - Play with everything -it is all hands-on & interactive! But use your helping hands to put things back where they belong
 - Always use your walking feet - no running - and keep shoes on
 - Groups must stay together; children must be supervised at all times
 - Food and drinks are not allowed within any indoor/outdoor exhibit (water in clear containers are ok)
 - Be respectful of our Play Facilitators - they help keep you safe

By signing below, I agree to the rental policy outlined above. Once deposit is received event date will be secured.

Signature

Date